

# **RED RIVER AUTHORITY OF TEXAS**

## **JOB VACANCY NOTICE**

### **QUALITY ASSURANCE OFFICER**

#### **GENERAL JOB DESCRIPTION:**

Performs administrative and technical tasks associated with all aspects of quality assurance with the Environmental Services Laboratory in accordance with approved procedures and protocols of various environmental and regulatory programs. Works under minimal supervision with moderate latitude for the use of independent judgment.

#### **ASSIGNED DUTIES**

- Maintain the Environmental Services Laboratory's accreditation in accordance with the TNI Standard and all applicable TCEQ rules and regulations.
- Update, revise, and maintain the Environmental Services Laboratory's Quality Assurance Manual, Standard Operating Procedures, and other quality documents.
- Perform internal audits of the Environmental Services Laboratory, including both technical and quality systems audits.
- Prepare audit reports for internal and external audits.
- Perform and document corrective action, including follow-up monitoring to gauge the effectiveness of the corrective action.
- Maintain training records for all Environmental Services Laboratory staff, including Demonstrations of Capability.
- Schedule and successfully complete semi-annual proficiency testing for all analytes in RRA's NELAP Scope of Accreditation.
- Schedule and document all required Quality Assurance/Quality Control functions in the Environmental Services Laboratory, such as thermometer calibrations, meter calibrations, equipment maintenance, etc.
- Review laboratory analysis and quality assurance/quality control reports.
- Perform analytical testing as necessary.
- Assist in business development for the laboratory.
- Meets the public with a high regard for courtesy and politeness, while maintaining the Authority's integrity, and declines to reveal any information pertinent to the overall operations; and
- Performs various other duties as may be assigned by the Supervisor, either temporary or permanent.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

Must meet the following requirements within one year of assuming this position, for a technical manager of an accredited environmental laboratory, as defined by the TNI Standard (EL V1 2009, Section 5.2.6.1.b and c):

- Technical manager of an accredited environmental laboratory limited to inorganic chemical analysis, other than metals analysis, and microbiological analysis (total coliform, E. coli, Enterococcus and standard plate count);
- Minimum of an associate's degree in the chemical, physical or environmental sciences, or two (2) years of equivalent and successful college education;
- Minimum of sixteen (16) college semester credit hours in chemistry;
- Four (4) college semester credit hours in general microbiology;
- At least two (2) years of experience performing chemical analyses;
- At least one (1) year of experience in microbiological analyses;
- A bachelor's degree in chemistry, biology, microbiology, or environmental science is preferred;
- Knowledge and understanding of general chemistry/biology/ecology principles, with basic applications in both field and laboratory testing procedures;
- Prefer one (1) to three (3) years in the environmental monitoring and testing field, to include collection of surface water, wastewater, and/or drinking water samples;
- The ability to make unbiased observations and interpretations of chemical, biological, and hydrological data following sound analytical techniques; and
- Basic knowledge and understanding of statistical analysis.

## **ADDITIONAL REQUIREMENTS**

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing analytical testing and/or working in the field (as required) which may also require overnight stays. Must be able to handle and safely dispose of chemicals, solutions, and bio-hazardous materials common to the designated working environment.

Must possess a valid Class C Texas Driver's License.

### **GENERAL INFORMATION:**

<b>Opening Date:</b>	August 25, 2020	<b>Position:</b>	Quality Assurance Officer
<b>Closing Date:</b>	Until Filled	<b>Monthly Salary:</b>	Based on qualifications
<b>Work Location:</b>	Wichita Falls, TX	<b>GS Code:</b>	Based on qualifications
<b>Excellent Benefits Package Available</b>			

To apply for this position, please submit a completed State of Texas Application to [info@rra.texas.gov](mailto:info@rra.texas.gov), fax to (940) 723-8531 or mail to P.O. Box 240, Wichita Falls, TX 76307. Applications can also be delivered to 3000 Hammon Road, Wichita Falls, Texas 76310. Additional information on the Red River Authority of Texas can be found at [www.rra.texas.gov](http://www.rra.texas.gov).